

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE <b>LANDSCAPE ASSOCIATE, RANGE D</b>	OFFICE/BRANCH/SECTION	
WORKING TITLE <b>WATER MANAGER</b>	POSITION NUMBER <b>904-605-2971-xxx</b>	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

**GENERAL STATEMENT:**

Under the general direction of the Senior Landscape Architect - Maintenance, the Water Manager assists with the development of water management practices and policies that advocate the efficient use of water resources. Represent the Maintenance program on all matters related to Remote Irrigation Control Systems (RICS) and water use in irrigated landscape areas. Certification as an irrigation water auditor, designer and/or water manager is desired.

**TYPICAL DUTIES:**

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
50%	E	Assist with managing the district's irrigation systems to help ensure compliance with State law, local requirements, Executive Orders and drought proclamations for water reduction. Make recommendations in the design, installation, operation, maintenance and programming of the irrigation systems. Apply weather station data to irrigation scheduling resulting in the delivery of water on a "demand" basis to maximize the capability of the RICS system. Coordinate installation of RICS with Construction Program to ensure effective transition after contract completion, enabling Maintenance to begin operation immediately. Instruct Maintenance supervisors and personnel on proper irrigation installation and operation techniques, maintenance and upgrade needs, and trouble shooting and repair methods. Provide and/or coordinate technical support and necessary training.
20%	E	Report as appropriate, the district's use of water to decrease potable water usage. Conduct water consumption audits to assure accuracy in the District's irrigation water utility billings and develop status reports on a regular basis to monitor and control water usage within maintenance areas. Instruct Maintenance personnel on safe use and handling of recycled water and other public safety issues.
10%	E	Assist with development and implementation of a tracking and reporting system to manage irrigation water use. This includes developing procedures to track the water cost responsibilities between Maintenance and Construction. Assist Maintenance supervisors and/or lead workers with issues regarding water management practices. Is a single point of contact and promotes understanding between Design, Construction, and Maintenance programs before, during and after irrigation system installation.
2%	M	Assist with development of a plan to improve the maintenance of highway planting and irrigation, and increase water use efficiency; overall improvement of landscape maintenance; review and comment on highway planting projects and on highway planting elements of road construction projects; develop service contracts for minor landscape maintenance projects; prepare planting and irrigation plans for day labor contracts or field maintenance crew improvements and restoration; serve as liaison between Design, Construction, and Maintenance programs on highway planting contracts, and monitor highway planting contracts under construction.

<sup>1</sup>ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The Water Manager, while not supervising staff, does provide leadership and direction in the installation, operation and use of the RICS as well as recycled water systems, irrigation scheduling, and the assessment of water use. May supervise student assistants assigned to help meet specific water management assignments.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

In order to perform the required duties, the Water Manager must have a good working knowledge of irrigation design and master planning, hydraulic characteristics, irrigation scheduling, plant physiology and water requirements, soil constitution, specification writing, construction document interpretation, contract administration, computer literacy, and verbal and written communications. Additional knowledge / aptitude in radio telemetry and electrical design is desirable.

The Water Manager is required to identify the cause of problems related to water resource management and initiate the necessary corrective action or make recommendations to the appropriate departments and follow-up on the implementation.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Water Manager is responsible for making decisions necessary to resolve issues associated with the inefficient use of water resources. Poor decisions could result in tort liability for the State, bad political press, loss of infrastructure, worker and traveler safety, and unnecessary expenditures of State resources.

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### PUBLIC AND INTERNAL CONTACTS

The Water Manager is in frequent contact with various internal and external clients. He/she represents Caltrans in direct public contact through meetings and presentations, meets with Design and Maintenance personnel and resident engineers for the purpose of identifying and resolving problems. Water Manager is in contact with management and staff in other programs in the normal course of required duties. Water Manager contacts representatives of government agencies, water purveyors, consultants and utility companies, in the process of developing the water management program.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Depending on the activity, requires sitting or standing, sometimes prolonged. Driving is required to attend meetings and field reviews in various locations. The position requires sufficient initiative to work with minimum supervision, concentration sufficient to the task at hand, and the ability to work cooperatively with others, sometimes in stressful situations.

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### WORK ENVIRONMENT

Office work is performed in a climate-controlled environment under artificial light. Field locations may expose the incumbent to heat or inclement weather, blown dust, traffic or equipment noise; uneven terrain. Appropriate safety gear provided by the department will be worn for field reviews.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

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DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE